

**TOWN OF STONINGTON
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT

NATURE OF WORK

This is responsible secretarial and administrative support work of moderate complexity performed directly for a department head, involving the exercise of independent judgment and initiative based on general knowledge of the laws and regulations pertaining to the department served, and Town administrative policies and procedures. An employee of this class may serve as lead secretarial or administrative support person, and be assigned responsibility for training new workers. Work is reviewed for achievement of desired results and adherence to policies and objectives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Provides secretarial and administrative support services for both a department's general office requirements and its specialized and technical programs. Coordinates with other Town departments and agencies, and vendors.

Plans work according to established office procedures. Receives and screens telephone calls and visitors. Responds to inquiries and complaints, directing unusual matters to department head or appropriate authority. Provides information to public, attorneys, engineers, contractors, developers, consultants on policies, programs and procedures.

Relieves superior of routine administrative and office management details. Schedules appointments and meetings. Maintains confidential files. Develops routine office procedures and forms.

Assists superior in assembling data for, and completing, budget submittal. Processes departmental personnel, payroll, procurement and accounts payable actions.

Composes and types correspondence, memoranda and other documents for signature of superior. Prepares monthly reports for the department. Maintains departmental work records.

Assists in the preparation of meeting agendas and the recording and preparation of minutes, legal notices and follow-up directives.

Issues permits and other documents, and receives payment.

Utilizes word processing, spreadsheet and database software. May operate radio, and dispatch for departmental and special services. May operate blueprint machine or postage meter. Fills in for and backs up other secretaries.

OTHER JOB FUNCTIONS.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school, including or supplemented by courses in business and data processing, plus four years experience in secretarial and general office work; or an Associate's degree in

ADMINISTRATIVE ASSISTANT

secretarial science or business related field and two years related experience; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills;

Considerable knowledge of modern office procedures and office equipment.

Knowledge of the special laws, regulations and technical terminology pertaining to assigned work.

Skill in utilizing a computer terminal or personal computer for word processing, database and spreadsheet applications.

Ability to follow oral and written instructions.

Ability to organize and express thoughts and ideas through written and oral communications.

Ability to maintain complex and confidential records and prepare accurate reports.

Ability to establish and maintain effective working relationships with the public, Town officials, other departments and agencies, and office staff.

NECESSARY SPECIAL REQUIREMENTS

None stated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties, as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.